



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884

December 13, 1996

INSPECTOR GENERAL INSTRUCTION 5025.2

SUBJECT: Preparation of Correspondence

References:

(a) Office of the Secretary of Defense, Administrative Instruction Number 7, "Manual for Written Material"

(b) IGDM 5200.1, "Information Security Program"

A. Purpose. This Instruction establishes guidelines for preparing correspondence that is consistent in style and format, and uniform in appearance.

B. Applicability and Scope. This Instruction applies to all Office of the Inspector General, Department of Defense, personnel.

C. Policy

1. Correspondence will be prepared in conformance with Administration Instruction Number 7, "Manual for Written Material" (reference a).

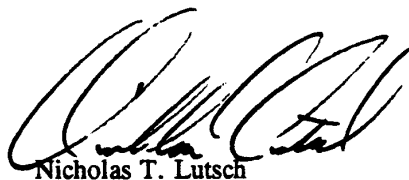
2. Classified correspondence will be marked and protected in accordance with IGDM 5200.1, "Information Security Program" (reference b).

3. Additional guidance will be issued by memorandum that will cover the specific correspondence requirements of the Inspector General.

D. Responsibilities. The Executive Assistant will issue additional guidance covering the specific correspondence requirements of the Inspector General.

E. **Effective Date and Implementation.** This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read 'N. T. Lutsch', is positioned above the printed name.

Nicholas T. Lutsch
Assistant Inspector General for
Administration and Information Management

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